

OBP 80/5.7-C



**U.S. Customs and
Border Protection**

MAY 15 2013

MEMORANDUM FOR:

All Chief Patrol Agents

All Division Chiefs

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FROM:

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Chief

U.S. Border Patrol

SUBJECT:

Minimizing Overtime Expenditures

Deputy Commissioner of CBP Thomas S. Winkowski, performing the duties of Commissioner of CBP, issued a budget update May 2, 2013 indicating that CBP's Fiscal Year 2013 budget includes nearly \$600 million in sequestration reductions. While CBP is working to reduce the effect of these budget shortfalls and limit reductions to frontline overtime (OT), these shortfalls will affect operations and OT through the end of the fiscal year.

We are all well aware that the use of OT, including Administratively Uncontrollable Overtime (AUO), has received a great deal of attention. My duties and responsibilities include ensuring that all supervisors and managers carry out their responsibilities as AUO certifying officials in accordance with law, regulation, and policy. This includes keeping overtime hours to the minimum amount that is essential to accomplishment of the mission through sound management practices. Even with significant non-pay cuts (\$64 million), if the U.S. Border Patrol does not significantly reduce AUO expenditures, we face future pay reductions via furloughs or other impactful cuts. Lastly, every U.S. Border Patrol agent is responsible for recognizing circumstances which require us to remain on duty and not remain on duty merely because it is desirable.

While we continue to improve managing workload to reduce AUO expenditures, time and attendance data indicates there is significant room for improvement. Agents are still claiming AUO hours in whole hours, and in many instances, are claiming two hours a day for every single day worked. These practices require closer review and scrutiny by supervisors and managers as they may be perceived by auditors as scheduling of AUO or as an indicator that AUO is being managed improperly. All employees are required to claim AUO hours worked in 15-minute increment, per my December 10, 2012 memorandum, *Administratively Uncontrollable Overtime Guidance*.

It is essential that each of us, regardless of position and rank, do our part in maintaining operations while adhering to the budgetary limitations we face. Success is only possible through a collective and collaborative effort.